

Responsibilities of Chief Judges

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General Information

Chief Judges have “custody” of the election and election equipment at the polling place on Election Day. Custody is returned to the Board of Elections after the polls close. From a legal standpoint, your time of possession requires extensive documentation of the security necessary to protect the integrity of the election and to provide a sound legal trail of security procedures.

Another important issue concerns the need for the entire polling place team, regardless of party affiliation, to work as part of a nonpartisan team to assure the election is conducted successfully and that election security and integrity are maintained.

Chief Judges provide management control over voting operations on Election Day. Acting in a nonpartisan manner, Chief Judges assign and guide the polling place team to accomplish the election functions: opening the Voting Units; opening the polling place (at 7:00 am); checking in voters; maintaining an efficient voting flow; provisional balloting; and, accurately and quickly closing the Voting Units and the polling place (at 8:00 pm or the designated time).

Chief Judges are team leaders providing decision-making and motivation for other judges. Chiefs are also the technical experts who make final decisions within the scope of the law and applicable procedures for their polling place.

Security Rules for Chief Judges

1. Ensure all Election Judges have name tags and photo ID and have read and signed the *Rules of Security Behavior for Election Judges* during training (see *Chapter 1 - General Information* for a copy). The Board of Elections will provide the Chief Judges with a list of judges who need to complete the form on Election Day.
2. Do not deviate from the approved *Election Judges' Manual* or training without the written approval of the State Administrator of Elections.
3. Do not share your confidential supervisor passwords with **anyone**. Keep the supervisor passwords in the sealed envelopes until needed, and store separately from the supervisor card.
4. Ensure that **ALL** required paperwork, including the *Voting System Integrity Report*, the *Electronic Pollbook Integrity Report*, and the *Election Day Log*, is accurate and complete.
5. Immediately report any security practice abnormality (*i.e.*, incomplete or missing paperwork, voided tamper tape on a Voting Unit, missing supervisor cards or encoders, unsecured facilities with Election Day voting equipment, Election Judges without name tags, etc.) or any suspicious activity to the Board of Elections and record the details of all incidents in the *Election Day Log*.
6. Ensure **ALL** tamper tape and seals are kept secured throughout Election Day and at the end of Election Day. If tamper tape or seals are missing, notify the Board of Elections **immediately**.

7. Do not leave supervisor cards unattended or in a Voting Unit or give to anyone other than a designated representative of the Board of Elections.
8. If you have problems printing the Zero or Totals Reports, contact the Board of Elections immediately.
9. If you have problems removing a memory card or inserting the modem card into the Voting Unit call the Board of Elections.
10. Ensure **ALL** supervisor cards, memory cards, Voter Access Cards, Electronic Pollbooks, modem cards, and provisional ballots are returned to the Board of Elections.

Challengers and Watchers

Maryland law permits properly designated individuals to serve as Challengers and/or Watchers on Election Day. Accredited Challengers and/or Watchers are election observers who have access to polling places to observe all Election Day activities.

Challengers and/or Watchers represent candidates, recognized political parties, or proponents and opponents of ballot issues. To be an accredited Challenger and/or Watcher, an individual must have a certificate completed by one of the following persons or entities:

- The State Board of Elections
- The Board of Elections
- A candidate (including filed Write-In candidates)
- A political party
- Any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot

A Challenger and/or Watcher has the right to:

- Be in the polling room at least 1/2 hour before the polls open.
- Be in the polling room at any time when the polls are open.
- Be in the polling room during the completion of all tasks associated with closing the polls; provided they are present **prior** to the closing of the polls.
- Maintain a list of registered voters who have voted or individuals who have cast Provisional Ballots, and take the list outside of the polling place.
- Be near the Check-In Judges to see and hear each voter as the voter checks in to vote (may be seated behind, but not at, the Check-In table).
- Challenge a voter's identity.

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- Periodically throughout the day, may request:
 - One of the Chief Judges to accompany him or her to voting units not currently being used by voters to verify the tamper tape and public counter; and
 - One of the Check-In Judges to allow him or her to see the number of voters who have been checked in to vote (located at the bottom, center of the look-up screen).

Note: Chief Judges have the discretion to determine if the polling place is too busy at the time of a request and then comply with the request during non-peak voting times.

A Challenger and/or Watcher **cannot** attempt to:

- Find out how a voter voted or intends to vote.
- Talk with any voter in the polling room.
- Move about the polling place during voting hours
- Assist any voter in voting.
- Interfere with the election process or impede a voter's access to an Election Judge.
- Physically handle an original election document.
- Use a cell phone, laptop, pager, or other electronic equipment in the polling place.

As a Chief Judge, you:

- Are required to allow a Challenger and/or Watcher in the polling place before the polls open as long as the Challenger and/or Watcher is at the polling place by 6:30 am.
- May remove any Challenger and/or Watcher who interferes with the work of the judges, violates the prohibitions listed above, or does not follow an Election Judge's order.

Individuals other than accredited Challengers and Watchers can enter the polling room for the sole purpose of challenging the identity of an individual trying to vote. A non-accredited Challenger must leave the polling place as soon as the challenge is made and the *Affidavit for Challenger and Challenged Voter* has been completed, if needed. A non-accredited Challenger must follow the same restrictions that are applicable to accredited Challengers. An individual may not challenge the decision of an Election Judge.

For more detailed information, consult *Instructions and Information for Challengers, Watchers, and Other Election Observers* found in the Quick-Start Toolkit.

Polling Place Evaluators

Members and staff of the local board of elections or other individuals approved by the Maryland State Board of Elections or the local board of elections will make unannounced visits to early voting centers and polling places to evaluate the election judges' compliance with procedures and their general performance.

Evaluators make unannounced visits to polling places and use a Polling Place Evaluation Form when conducting evaluations. During the visit, evaluators may speak with election judges and inspect reports but are not allowed to hinder or interfere with the voting process.

Non-Partisan (No Electioneering) Zone

Voters are entitled to vote in an environment free of any political pressure. One of the principal responsibilities of all judges, Chief Judges especially, is to create and maintain a calm, non-partisan atmosphere. The law provides that no electioneering, political activity, or posting or distributing of campaign materials may take place in a zone that extends up to 100 feet from the entrance/exit of the polling place that most voters use. The exact distance is determined by the BOE to conform to local conditions. Throughout the day, Chiefs are responsible for monitoring the activity outside the polling place and instructing anyone electioneering within the "No Electioneering" zone to stay outside the marked boundary. If the individual persists, call local law enforcement and request that the individual be moved or removed from the property. Use the Facility Site Map (in the Sign Packet in the Blue Bag) as a guide to where to place "No Electioneering" signs.

Electioneering is broadly interpreted and includes wearing any clothing that supports or opposes a candidate, ballot issue, or political party. It **does not** include a voter wearing a shirt, button, or other item with a political message who is on their way into the polling place or in the polling place to vote. A voter is allowed to wear clothing, buttons, or the like with a political message but is not allowed to linger in the polling place or within the "No Electioneering" zone.

Exit Polling

Organizations sometimes conduct "exit polling" to gather information about how individuals voted. Exit polling is a constitutionally protected activity and is permitted within the "No Electioneering" zone.

Any individual conducting exit polling must comply with the following rules:

- Stay outside the polling room.
- Do not ask questions until after the voter has voted and left the polling room.
- Inform voters that participation is voluntary.
- Do not electioneer within the "No Electioneering" zone.

Note: Chief Judges should try to reasonably accommodate exit pollsters. However, Chief Judges are reminded of their duty to maintain order in and around the polling place including

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limiting activities that create delays or disruptions in the voting process or access to the polling room. Chief Judges may designate an area for exit polling outside the polling room and limit the number of people for each organization or the number of groups polling.

Media

Our free society requires and allows as much transparency as possible. The conduct of elections is certainly a topic of scrutiny. The media are welcome to watch us manage free and fair elections. With the approval of a Chief Judge, representatives of the media are permitted to use cameras in a polling place and within the 100-foot “No Electioneering” zone. Each member of the media must sign-in on page two of the *Polling Room Sign-In Sheet*. Escort the representatives of the media while in the polling place to ensure that they do not interfere with the voting process and do not jeopardize the privacy of the voters. If questions arise refer the media representatives to the BOE.

Election Day Preparation

The Saturday before the election, one Chief Judge is responsible for picking up Election Day supplies. Please coordinate the supply pick-up with your counterpart.

Pick-Up/Return Election Day Supplies:
18753 N. Frederick Avenue
Gaithersburg, Maryland 20879

Please pick-up supplies during the assigned time for your precinct. You will receive a “pick-up card” in the Quick-Start Toolkit provided to you prior to Election Day. Place the pick-up card on the car’s dashboard on the driver’s side. If for some reason you cannot pick-up at the assigned time, please call your recruiter.

Chief Judge Briefing

The Friday and Saturday before the election Chief Judges are encouraged to attend a pre-election briefing to discuss any concerns they have prior to Election Day (polling place staffing, etc.). During the briefing Chief Judges will receive any updates or procedural changes provided by the SBE.

Chief Judge Inspection of the Polling Place

1. Visit the polling place facility about one week prior to the election to become familiar with the location, layout and the position of electrical outlets and telephone and modem (fax) lines.
2. Contact the Building Services Manager to remind them the building is to be open by 6:00 am on Election Day. Confirm that you have access to the polling room for your Monday night meeting and set-up. The telephone number of your polling place and the Building Services Manager’s name is in the Chief Judge Quick Start Toolkit on the *Facilities Report*. Should you have a problem obtaining access call the Board of Elections. Obtain the name and contact information for the individual(s) who will be at the polling place Election Day morning and evening. This person may/may not be the Building Service Manager.

3. Verify that the accessible entrance will be open on Election Day. If there is an automatic door opener and it is not working, check to see if it has been turned off.
4. Locate and ensure that an accessible parking area for elderly voters and voters with disabilities is clear and designated with either permanent or temporary signs.
5. Review the suggested diagram of your polling place (located in the Quick-Start Toolkit) and plan how to best set up your polling site. Choose the best location for the Voting Units (providing privacy for each voter) and the Check-In tables with the Electronic Pollbooks and printers. Arrange the site to allow for an efficient flow of voters.
6. In any election during which high turnout is expected, line control planning and execution become important. This must be done long in advance of voters arriving. Failing to do this may contribute to a confused and even hostile, rather than simply busy, environment. Once crowds are present, it is much harder to implement good line management steps. Where will voters line up for Check-In? Where will they line up to wait for access to Voting Units? Use provided tape to make floor markings in the form of arrows and stopping points on the floor. Make signs as needed to guide voters from entry to Check-In, from Check-In to the Voting Units or the provisional area. Mark the entrance and exits clearly. Use chairs and other excess furniture or equipment to serve as guides or sign holders.
7. **Determine how you would safely evacuate the polling room in the event of an emergency.**

Pre-Election Meeting/Set-Up

Contact your counterpart to arrange the time of the meeting and then contact every Election Judge assigned to the precinct (including technical personnel if applicable) to apprise them of the time of the meeting. The name of the Roamer assigned to your polling place will be on the *Facilities Report* found in the Quick-Start Toolkit. If your polling place is assigned a Technician, the name of the Technician will also be on the *Facilities Report*. Most polling places will not have a Technician assigned for the early morning set-up and the end-of-the-day closing. If technical assistance is needed, please call the Help Desk on 240-777-8543.

At the pre-election meeting:

1. **Remind all judges that everyone must arrive at the polling place by 6:00 am and that the polling place MUST be ready for voters by 7:00 am.** No one may leave the polling place during the day. Even if only one Election Judge reports to work the polling place MUST open at 7:00 am to service voters.
2. **Verify the correct Voting Units and correct numbers of units have been delivered to the precinct by reading the tags on each unit and checking the Voting System Integrity Report – Part 1.** Check for Voting Unit power cords, extension cords, power strips.
3. **Verify the correct Pollbooks have been delivered.** The *Facilities Report* provided in the Quick Start Toolkit will indicate the quantity of machines your precinct is to receive. **Check the tag on each unit for the correct polling place number.** Assign the judges who will be starting at the Pollbooks on Election Day to set them up Monday evening.

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4. For polling places in public schools, the Building Service Managers are to assist with setting up the Voting Units during the pre-election meeting. **All Election Judges must help set up the polling room and the Voting Units during the pre-election meeting.** For some privately held or other county facilities, arrangements have been made with the county facilities department to set-up the Voting Units.
5. **Set-up the Voting Units.** Set the Voting Units on their legs and daisy-chain them together. Make sure power is running through each of them. Start at the wall outlet; this will prevent connecting them the wrong way. **Do not daisy-chain more than six units together. The Voting Units must remain locked.**

Do Not Break the Red Locks on the Voting Units

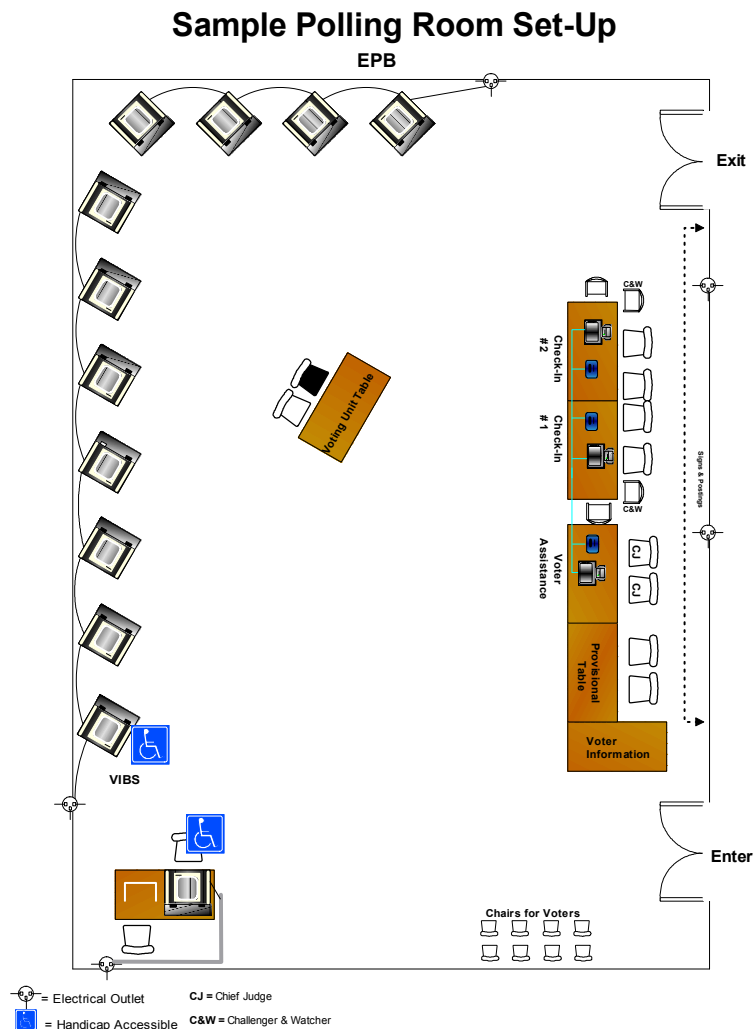
6. **Arrange the tables and chairs according to your layout.** At this time you should also tape the Pollbook and Voting Unit cords, power strips and extension cords (as needed) on the floor to prevent someone tripping. Do not use duct tape on wood floors; use the blue painters' tape.
7. Each table has a separate packet of supplies. The judges assigned to work a given table during the opening shift on Election Day should set-up that table, so that they have a chance to become familiar with the supplies prior to election morning. Refer to inventory sheets in the respective bags.
8. Open the **Green Supply Bag** and arrange the supplies at each table. Be sure to place the headphones and the keypad near the Voting Unit that will be used as the Visually Impaired Balloting Station (VIBS) unit the next morning. Refer to *Chapter 7 – Getting the Voting Units Ready* for instructions on setting up the VIBS unit(s).
9. Take signs from the **Blue Bag** and arrange them around the polling room. Do not place the outdoor signs until the morning of the election.
10. **The two Chief Judges open the Red Bag** with the precinct's security items during the Monday night meeting (if not done previously). Inventory all items listed on the inventory list included in the Red Bag. Have the Voting Operations Judges count the Voter Access Cards and clear them using the Pollbooks. Secure these items until election morning using an unnumbered red lock. Telephone the Board of Elections if any items are missing.
11. **Open the Orange Provisional Bag** and inventory the contents using the list included in the Orange Bag. Verify receipt of the number of ballots listed on the Provisional Ballot Certificate. After the Chief Judges have signed the *Provisional Ballot Certificate*, secure all of the provisional material in the Orange Bag with a numbered red lock.
12. **Organize and assign work to your team members** for the next morning. Everyone should know what is expected of them the next morning. Be sure the entire team understands the meal arrangements. Use the precinct management plan provided in the Quick Start Toolkit.
13. Review the **emergency plan** with the team so everyone knows what to do in an emergency. Be sure everyone knows the "meeting" location outside the facility in case of an emergency.

14. **Review any new procedures** you may have received in the Quick-Start Toolkit and/or last minute instructions. In addition, emphasize the importance of:
 - verifying the voter has signed their *Voter Authority Card* (VAC) and the Check-In Judge has initialed it after the voter.
 - recording the number of the Voting Unit used by the voter on the voter's *Voter Authority Card* (VAC) and recording the Voting Unit Judge's initials.
 - verifying the voter has signed the *Provisional Ballot Application* in two places; marking the correct reason code(s) for the Provisional Ballot and the voter ID number on the back of the *Provisional Ballot Application*; and initialing the application in the space provided.
15. Remind the **Closing Judges** that they must arrive by 6:30 pm on election night and will be responsible for returning all of the materials to the Board of Elections. The Closing Judges must take possession of the materials and ride, in one car, to the Board of Elections with no stops. **All** of the Election materials may never be in the possession of just one judge.
16. Remind all judges that it is important to be aware of possible security violations while safeguarding the voter's right to privacy.

Polling Place Set-Up Considerations

Consider the flow of traffic through the polling place:

- Plan for voter lines at Check-In tables and the Voting Units.
- Plan for crowd control by knowing how many people can legally be in the polling place and what you will do with extra people, such as having the voters wait in a hallway outside the voting room.
- **Be sure to tape down power cords to prevent anyone from tripping.** Use blue tape on wood floors to prevent damage.
- Arrange your tables and Voting Units for maximum voter privacy. The angle of the Voting Unit screen can be lowered to enhance privacy.
- Do not daisy-chain more than six units together.
- Make sure all judges know where extra paper rolls for Pollbooks are being kept.



Election Day Morning Set-up

As Chief Judge you should:

1. **Verify that the Voting Units, Electronic Pollbooks and printers have not been tampered with and are operational.**
2. **Supervise the Other Election Judges:** Make sure the other Election Judges have all arrived and are working to complete their duties to ensure that the polling place is ready to open on time. Refer to the *Precinct Management Plan* and refer the judges to *Job Guides* for specific instructions. Be sure to **tell** the Check-In Judges to open the polls on the Pollbooks about 6:55 am.
3. **Absent Election Judges:** If Election Judges do not arrive at the polling place **by 6:10 am**, notify the Board of Elections **immediately**. The Board of Elections may send replacement Election Judges or instruct you to appoint replacement Election Judges in accordance with State law.

The Election Judges present at the polling place must continue to set up the polling place and open the polls on time, even if only one political party is represented among the Election Judges.

4. **Voter Assistance Table – Chief Judges' Table:**
(Keep all **SECURITY ITEMS** under your control)
 - "Voter Assistance" sign
 - Black Leather Case – **SECURITY ITEM**
 - Document Jacket – **SECURITY ITEM**
 - Encoders – **SECURITY ITEM**
 - Printed Precinct Register – **SECURITY ITEM (to remain sealed; under no circumstances may the Chief Judges allow this item to be opened without permission from the Board of Elections).**
5. **Voting Units:** *Although other Election Judges may work with you as part of a bipartisan team in preparing the Voting Units for voting, you, as a Chief Judge, are responsible for overseeing this process.*
6. **Accessible Voting Unit:** Verify that an accessible Voting Unit is set up on a table with the headphones, keypad, and mobility bracket connected and ready for voting.
7. **Documents and Forms:** As part of the morning set-up procedures, Chief Judges must make sure that the following forms are completed accurately and signed by all appropriate Election Judges:
 - *Voting System Integrity Report - Part 1*
 - *Electronic Pollbook Integrity - Report Part 1 (with Ballot Count and Voter Count reports from all Pollbooks attached.)*

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- *Provisional Ballot Certificate - Side 1, Section I* (sign after Provisional Ballot Judge has completed required information)
- ***Election Judge Payroll Sheet*** – (make sure each judge verifies their name and signs their name)

8. **Final Checklist – verify that:**

- Each area is properly set up and that you have all the necessary supplies.
- All Election Judges have completed their election morning set-up responsibilities.
- Each Election Judge has signed in and is wearing their name badge.
- All of the signs (inside and outside) are posted.
- The accessible entrance is open. If automatic door opener does not work, ensure it is turned on.
- An accessible parking area for elderly voters and voters with disabilities is clear and designated with either permanent or temporary signs.
- Any temporary measures that make the polling place accessible on Election Day are in place.
- “No Electioneering” zone is marked with signs provided in the blue bag.
- All opening forms have been completed, signed, and placed in the Red Document Folder.

If either the voting units or the electronic pollbooks are not ready for use by 7:10 am, use the provisional voting process to facilitate voting. Continue to issue provisional ballots until the voting units or electronic pollbooks are ready for use. Instruct the election judges to use Provisional Ballot Reason Code #9. Notify the local board of elections and document the situation in the *Election Day Log*.

During Voting Hours

General Information

1. Oversee polling place activities and supervise Election Judges. Be sure to have Closing Judges sign precinct payroll sheet upon arrival at 6:30 pm.
2. Answer questions from voters and Election Judges.
3. Record any problems, issues or unusual situations that arise in the polling place in the *Chief Judge Election Day Log* including:

- Any alleged malfunction of the voting units, electronic pollbooks, or other equipment;
 - Issues that may require further investigation; and
 - Issues regarding the conduct of Challengers and Watchers
4. Ensure each Check-In Judge has each voter sign the *Voter Authority Card* (VAC) and initials the form before directing the voter to the Voting Units.
 5. Ensure that **only** the following voters are asked to present a form of identification at the polls:
 - Voters marked in the precinct register as needing to show ID.
Refer to the “Standards for Acceptable Forms of ID” chart in Chapter 4.
 - Voters who have had their identity challenged.
Refer to “A Voter’s Identity is Challenged” – page 3.14.
 6. Assist Check-In Judges when necessary to determine if certain voters are eligible to vote by Provisional Ballot. Oversee and assist with provisional voting.
 7. Ensure Voting Unit Judges write the number of the Voting Unit on each *Voter Authority Card* (VAC), initial the VAC, and place it in the VAC Envelope on the side of the Voting Unit.
 8. Substitute for and rotate Election Judges’ assignments as needed to allow for breaks.
 9. At 10:00 am and 3:00 pm collect voter turnout numbers from the “Voted” data at the bottom of the Pollbook screen. Post the voter turnout data.
 10. Make sure voters do not leave the polling place with a *Voter Authority Card* (VAC) or *Voter Access Card*.
 11. Election Judges may instruct voters in the use of Write-In votes only if requested. Refer to *Chapter 8 – Voting Unit Area Responsibilities* for more information about Write-In voting. (*Chapter 6 – Provisional Ballot Procedures* for provisional Write-In voting).
 12. **Extended Voting Hours:** The Board of Elections will notify you if an order extending voting hours is issued. At that time, you will be instructed to open the Extended Hours Envelope.
 13. For assistance, call your assigned Roamer or the Board of Elections. Refer to the Quick-Start Toolkit for contact information.

Processing Provisional Voters

The Check-In Judges are the gatekeepers for determining eligibility of voters. The “**perfect**” voter is one:

- Who is in the correct polling place.
- Whose name appears in the precinct roster.
- Who has **not** changed their address.

The Check-In Judge can easily process these voters and send them to the Voting Units.

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If any one of the aforementioned conditions is not true, the Check-In Judge will issue a provisional *Voter Authority Card* (from the printer or handwritten on the orange *Provisional Voter Authority Card - Provisional Voting*) and refer the voter to the Provisional Judge.

Referral examples include voters:

- Who are in the **wrong polling place**.
- Whose **name does not appear** in the precinct or State roster.
- Whose name appears but **has changed their address (more than 21 days prior to the Election)**.
- Who have a **code in the Status** column or **the ID required (IDR)** column in the Electronic Pollbook.
- Who have a **code in the Status** column that shows that they **“Voted Early”**

The current law requires a voter to vote within their own election district. If they are in their correct election district, but in the wrong precinct, explain that only those portions of the ballot that would appear if they were in the correct precinct will be counted. If the voter is outside their correct election district, their ballot will not be counted.

If a **voter’s name does not appear** in the precinct’s voter registry, check to see if the voter is listed in the “State” roster. Explain to the voter that if they are registered in the State of Maryland their ballot may be counted; if they are not registered, the ballot will not be counted. If the voter insists that they are registered, you may call the registration department of the Board of Elections to verify.

If a voter’s name appears in the voter registry but indicates to the Check-In Judge a **change of address**, they **MUST** vote a Provisional Ballot if the move was more than 21 days prior to the election. If the voter moved 21 or fewer days prior to the election, they can be issued a regular VAC and vote electronically after completing a *Voter Update Form*.

If a **voter’s name appears with a code next to the name** in the voter registry, the Check-In Judge will direct the voter to you or a Provisional Judge. As Chief Judge you should be familiar with the codes that may appear next to the voter’s name in the Pollbook. Please read *Chapter 6 – Provisional Ballot Procedures* for further explanations and voter options.

The voter can meet the identification requirement by presenting identification to the Board of Elections at 18753-210 N. Frederick Avenue Gaithersburg, MD by 10:00 am on the Monday immediately following the election. Explain this option to the voter who has one of the following codes:

- **“Show ID”** - the voter will be referred to you ONLY if the voter cannot provide acceptable identification. See *Chapter 4 - Check-In Area Responsibilities, Standards for Acceptable Form of ID* for the list of acceptable IDs.
- **“Pend1 & Show ID”**.
- **“Pend2 & Need DL#/SSN#”**.

(DL#: Driver’s license number. SSN#: Social Security number.)

A Voter's Identity is Challenged

The right of an individual to vote may be challenged at the polls **ONLY** on the grounds of identity. The challenge must be made before the individual is issued a *Voter Authority Card* (VAC).

When a voter's identity is challenged:

1. Ask the voter for an acceptable form of ID.

The following forms of identification are acceptable to establish a voter's identity if the identity is challenged:

- The individual's valid Maryland driver's license or MVA ID Card.
- Any identification card issued to the individual by the State, the Federal, or local government.
- Any employee ID card that contains a photograph of the individual and is issued by the employer.
- A copy of a current bill, bank statement, government check, paycheck, or other government document that shows the name and current address of the individual. An item showing the name of a relative (husband, wife, others at the address) is not acceptable.

2. **If the voter:**

- Presents an acceptable form of identification, have the voter return to the Check-In line to continue the Check-In process.
- Cannot present an acceptable form of ID:
 - Complete an *Affidavit for Challenger and Challenged Voter*.
 - Have the voter return to the Check-In line to be checked in as a provisional voter (provisional reason code #8).
 - Escort the voter to the Provisional Ballot Judge.
 - Instruct the Provisional Ballot Judge to attach the *Affidavit* to the outside of the voter's provisional ballot envelope.

Voters Desiring Assistance

If a voter is already at a Voting Unit and requests instructions on how to vote on the unit, an Election Judge may approach the Voting Unit and give instructions to the voter. The judge shall not look at the Voting Unit screen. Election Judges are prohibited from suggesting how the voter should vote in any contest.

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A voter who desires assistance in voting may have help. They can select any individual to provide assistance as long as the individual is **NOT** the voter's employer, an agent of that employer, an officer or agent of the voter's union, or a Challenger or Watcher. Two Election Judges of different political parties can also assist a voter. Any individual providing assistance is prohibited from suggesting how the voter should vote on any contest.

If a voter requests assistance:

- Locate the *Voter Assistance Form* on the Chief Judges table.
- Complete Part I of the form, and ask the individual providing assistance to complete Part II and sign the form. Part III is used if Election Judges are assisting the voter
- When completed, place the form into the designated envelope in the Document Jacket.

Voters Who Cannot Sign

If a voter is unable to sign their *Voter Authority Card* or *Provisional Ballot Application*, an "X" or similar mark is acceptable as that individual's signature.

If the voter is unable to make a mark, an Election Judge is to:

- Write the following statement on the back of the voter's form: "This voter is qualified to vote but is unable to sign their name."
- Sign and date under the statement.

Voting Units

1. Instruct Voting Unit Judges to notify one of the Chief Judges of any problems or unusual situations in or around Voting Units. Record problems or unusual situations in the *Chief Judge Log*. Be specific. Include the Voting Unit number, the voter's name and ID number, witnesses or Election Judges involved.
2. Assure that voters are distributed evenly among **all** Voting Units.
3. Report any potential issues with Voting Units to the Technical Help Line.
4. If you are instructed by the Board of Elections or an authorized Technician to open the side compartment of a Voting Unit:
 - Get the Voting Unit key and a new tamper tape for a Voting Unit from the Black Leather Case.
 - Verify the tamper tape currently on the Voting Unit is intact. If the word "VOID" is visible or there is no tape, call the **Board of Elections immediately**.
 - Put a check mark for this Voting Unit in the last column of the *Voting System Integrity Report - Part 1* to indicate that the tamper tape is being removed during voting hours.
 - Record the current tamper tape number on the *Voting System Integrity Report - Part 2* and the reason why the side compartment needed to be opened (e.g. Voter Access Card will not eject - need to turn off and restart Voting Unit).
 - Remove the tamper tape and place it on the back of the *Voting System Integrity Report - Part 2*.

- Open the side compartment.
- Perform the necessary task or observe the Technician perform the necessary task.
- When the task is completed, lock the side compartment.
- Place the new tamper tape over the keyhole for the side compartment.
- Record the new tamper tape number on the *Voting System Integrity Report - Part 2*.

Refer to *Chapter 13 - Forms and Signs* for detailed instructions on completing the *Voting System Integrity Report - Part 2*.

5. **REMEMBER:** No Voting Unit or Pollbook, including one that is shut down, can be removed from the polling place while the polls are open on Election Day.

Election Night – Closing the Polls

The polls officially close at 8:00 pm unless otherwise directed, but all voters who are in the Check-In line by 8:00 pm are permitted to vote. Close the exterior door to the polling room, if possible. Issue the last voter in line the “Last Voter” card located in the Document Jacket. After the last person who was in line by 8:00 pm has voted, the polls are officially closed.

1. After the last person in line is checked-in, the Chief Judges will immediately authorize the Check-In Judges to close the polls on the Electronic Pollbooks. After the last person has voted on the Voting Units the election is ended.
2. Follow the instructions *Closing the Electronic Pollbook*, found in *Chapter 10 – Checklists*:
 - Complete the procedures for printing the Ballot Count and Voter Count Reports and ending the election on the Electronic Pollbooks.
 - Complete and sign the *Electronic Pollbook integrity Report – Part 3*.
3. As a **bipartisan** team*, follow the instructions in *Chapter 9 – Ending the Election and Closing the Voting Units*:
 - Complete the procedures for ending the election on the Voting Units and print the Totals Reports.
 - Complete and sign *Voting System Integrity Report - Part 3*.
4. Direct the Voting Unit and Provisional Ballot Judges to count the total number of *Voter Authority Cards* (VACs) collected from all voters.
5. As a **bipartisan** team, complete the accumulation of the memory cards and transmit unofficial results (if applicable). Follow the instructions in *Chapter 9 – Ending the Election and Closing the Voting Units*.

* Bipartisan Team: Two Chief Judges of different political parties, two Closing Judges of different political parties, one Chief and one Closing Judge of different political parties, one Chief Judge and one Voting Operations Judge of different political parties, or one Closing Judge and one Voting Operations Judge of different political parties.

Responsibilities of Chief Judges

6. Direct the Voting Unit Judges to take down each Voting Unit once its memory card has been removed and the tamper tape has been applied and recorded. Follow the instructions in *Chapter 9 – Ending the Election and Closing the Voting Units*.
7. Verify that the *Provisional Ballot Applications* have been placed in the Orange Provisional Bag and that the bag has been sealed.
8. Have the appropriate Election Judges complete and sign all required forms:
 - *Voting System Integrity Report - Part 3*.
 - *Pollbook Integrity Report - Part 3*.
 - *Provisional Ballot Certificate* (sign after Provisional Ballot Judge has completed required information).
 - *The Closing Certificate*
 - *Chief Judge Report of Operations/Election Day Log*
9. Use the *Closing the Polls - Checklists* to re-pack all items.
10. Make sure all supplies have been packed up correctly and securely.
11. Complete and sign the *Chain of Custody Form* and direct the bipartisan team of Closing Judges to leave as soon as possible for the Board of Elections with the following items:
 - All Pollbooks and printers.
 - Orange Ballot Bag.
 - Red Bag (with critical contents and precinct payroll sheet), including Black Leather Case. Double check that **all** memory cards are being returned.
 - Orange Provisional Voting Supply Bag-**locked with a numbered red lock**
 - Blue Sign Bag (return only reusable signs)
 - Green Supply Bag (including VIBS equipment & cell phone)

It is vital that you pack your precinct's materials as directed in the checklists; BOE Staff must be able to quickly locate them to complete election reconciliation.

Final Polling Place Check

After all materials and supplies have been packed according to closing instructions verify that the following tasks have been completed:

- The Closing Judges have left for the Board of Elections with **all** of the Election Materials and the completed *Chain of Custody Form*.
- All electrical supplies have been placed in the plastic bag and secured to the Voting Unit Cart.
- All Voting Units have been placed on the carts, secured and moved/rolled to a designated pick-up area to be picked up on Wednesday.
- “Vote Here” sign is placed with the Voting Units.
- Polling room and any other areas you used are clean.
- *Totals Reports* are visible outside the facility.

When you have confirmed that everything is in order you may dismiss all remaining Election Judges. Be sure to thank everyone for their service.